

**RAJIV BHAWAN**  
**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

Dated: June 06,2024

**NOTICE**

Sealed Expression of interest (EOI) are invited for running the Coffee Shop in Rajiv Bhawan starting from 01.07.2024 for the session 2024-25, as per the terms and conditions given in Annexure -1 and EOI in the given format (Annexure-2) with experience certificates, testimonials and documents showing their financial background are to be dropped in the quotation box available with the Security Guard at Rajiv Bhawan on or before 20.06.2024 by 05:30 P.M.

The interested parties will have to come personally for an interview at Chief Warden, Rajiv Bhawan office, along with the originals of the attached documents (if any) in support of their claim. The date and time of the interview will be announced later on the Rajiv Bhawan notice board.

  
Chief Warden

**Rajiv Bhawan**  
**मुख्य सरक्षक/Chief Warden**  
**राजीव भवन/Rajiv Bhawan**  
**भा० प्रौ० सं० रुडकी/I.I.T Roorkee**

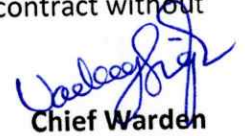
Copy to:-

1. Dean of Students' Welfare for information, please.
2. ADOSW (Bhawan & Mess) for information, please.
3. All Chief Wardens/Wardens for display on their Bhawan notice board.
4. All notice boards of Club/Nescafe/I.I.T. Canteen
5. Warden and Asstt. Warden Rajiv Bhawan with the request to be present at the time of the interview.
6. Material Management for the web portal.

**TERMS AND CONDITIONS**

1. The contract shall be up to 31.12.2024 in the first instance. In case, the work is found satisfactory, the same may be extended up to 30.06.2025. The contract will be on stamp paper of Rs. 10/-. The expenses of the same will be borne by the licensee.
2. It is mandatory for the owner to be present all the time in the Coffee shop. If these terms & condition will not be followed by the owner then the contract will be canceled
3. The successful licensee will be required to deposit a refundable security of **Rs. 20,000/-**. In case the tender is extended then re-payment of the security fund is not required.
4. The licensee shall prepare the items in the Coffee shop as per the norms set by the Bhawan Authorities. The licensee shall display the price list duly approved by the DOSW/Chief Warden at the sale counter and near the main gate of the Coffee shop. Apart from an approved list of items, if the licensee is interested to sell other items, prior approval from DOSW/Chief warden is mandatory.
5. The party shall pay usage charges of premises of **Rs. 2,124/- (1800+18%GST)** per month to the Bhawan Fund in advance in the first week of each month. The party has to vacate the premises at the end of the contract.
6. The licensee shall bear the electricity charges of the Coffee shop, which are to be deposited in the Institute Account Office each month. Major civil and electrical works will be attended to by IIT Roorkee. Minor maintenance jobs such as the replacement of light bulbs, tube lights, RO Purifier etc. are the responsibility of the Coffee Shop /catering contractor.
7. The licensee shall run the coffee shop normally from 02.00 AM to 2.00 PM (or as time to time approved by the authority). In case of emergency, in order to close the Coffee Shop for a day or so, the party has to obtain the written approval of the Chief Warden.
8. **The items shall be sold in cash or digital mode (like Paytm/Phone pe, etc).** The Bhawan Administration shall be in no way responsible for the licensee selling the articles on credit to anyone and sales tax/business tax/income tax liabilities/ labor law liabilities etc.
9. The licensee has to maintain the cleanliness, the quality of eatable items, and hygienic condition in the Coffee Shop area which can be checked by the Chief warden/Bhawan Council/DOSW/ Committee appointed by the DOSW from time to time.
10. The licensee shall not exhibit or publish any advertisement outside the Coffee shop without the permission of the DOSW/Chief Warden/Bhawan Council.
11. In case of any complaint from the Chief Warden's office, the DOSW, IIT Roorkee, shall act as an arbitrator whose decision shall be final, and the party or the Bhawan Authorities will have no right to take any dispute to a court of law.
12. All the Coffee Shop staff shall be medically fit for which they will be required to produce a medical certificate of fitness from IIT Hospital or other recognized hospital.

13. Use and sale of alcohol, liquor, Gutka, cigarette and restricted drugs are not allowed in the Coffee Shop. If some students are found to be using any of these items, the licensee will immediately inform the Chief Warden about it. Smoking is also strictly prohibited in the Coffee Shop.
14. The licensee should have Experience a Minimum of Two years.
15. The party shall maintain the suggestion book, which would be signed monthly by the Chief Warden and Member Secretary.
- 16. Issues related to Hygiene in the Coffee Shop**
- a) Cleaning and Housekeeping of the kitchen and Dining area will be the sole responsibility of the caterer.
- b) Cleaning of utensils, cutlery, crockery, kitchen equipment, and furniture is also the responsibility of the caterer. The highest possible standards are expected in this regard.
- c) Highest levels of hygiene must be maintained by the workers in terms of using soaps for hand wash.
17. Any modifications/Changes to be made to the Bhawan Coffee Shop menu has to be proposed by the Member Secretary of the respective Bhawan Council, approved by the Chief Warden and final approval should be taken from the DOSW.
18. Caterer should not outsource the Contract given to him to some other party in any case. If found, the contract would be terminated immediately and will be blacklisted for entering IITR in the future.
19. The Licensee should have a food license certificate from the District Food Health Office. The certificate should be in the name of the licensee or Coffee Shop name. Once the tender is assigned, he has to submit it within the time stipulated i.e. Fifteen days, for availing the tender.
20. Licensee will maintain the decorum of Bhawan such as proper cycle parking, no littering around Coffee, Shop, etc.
21. All the Coffee Shop staff vehicles will be parked outside the hostel or in the parking zone only.
22. DOSW/Chief Warden reserves the right to cancel any quotation without assigning any reason.
23. The DOSW/Chief Warden of the Bhawan shall have the power to cancel the contract without assigning any reason.

  
Chief Warden

Rajiv Bhawan  
मुख्य सरक्षक/Chief Warden  
राजीव भवन/Rajiv Bhawan  
भा० प्रौ० सं० रुडकी I.I.T Roorkee

Signature of Contractor:

Name:

**ANNEXURE 2**

Dated: \_\_\_\_\_, 2024

**APPLICATION FORM**

To,  
Chief Warden  
Rajiv Bhawan  
IIT Roorkee,

Please affix a  
colored recent  
passport size  
photograph

Sir,

I am interested in running the Coffee Shop of \_\_\_\_\_ Bhawan for the session 2024-25 w.e.f. \_\_\_\_\_. Please consider my candidature. I have read the terms and conditions of the contract and I agree to abide by these, in case, I am given the contract of the Coffee shop.

\_\_\_\_\_  
(Signature of Applicant)

Full Name: \_\_\_\_\_

Father's Name : \_\_\_\_\_

Full Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile No.: \_\_\_\_\_

## Rate list of Coffee shop items to be kept in the shop

Item	Rate
Tea	
Coffee	
Patties	
Sandwich	
Burger	
Maggi	
Other food items (Please Specify)	
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	

Signature of Applicant:.....